



**Waterford
Parks & Recreation**
MAKING LIFE FUN!

WE ARE HIRING:

**Summer Camp
Counselors &
Supervisory Staff**

Park Attendant

**Nature Center
Attendant**

**Seasonal Parks
Maintenance Worker**

Farm Attendant

Umpires/Referees

Summer & Seasonal Jobs Available

Rewarding, Fun, Great Experience!

Waterford Parks and Recreation is hiring for seasonal and summer positions. Stop by our job fair to learn more about the positions for the spring and summer. We will be having open interviews as well.

Please see the back of the flyer for details on each position listed and how to apply. You do not need to attend the job fair in order to apply for a position. If you have questions, please contact us at 248-674-5441.

Job Fair

**March 20th 1:00-4:00 pm
Waterford Recreation Center
5640 Williams Lake Road**

It is not a requirement to attend the job fair

Available Waterford Parks and Recreation job descriptions are listed below. Have a question about camp or farm positions?
Please contact Tori Heglin, Recreation Supervisor at theglin@waterfordmi.gov or 248-618-6165.
For all other positions, please contact Sara Frederick, Recreation Supervisor at sfrederick@waterfordmi.gov or 248-618-7658.

CAMP COUNSELOR AND SUPERVISORY STAFF

Join us for a great summer job that utilizes your skill and compassion, making a difference in children's lives and gets you outside! Counselors work an average of 32-40 hours per week. Camp schedule is June 17th—August 9th, Monday-Friday 8:45am—3:00pm or 4:00pm. Extended hours to cover before and after care 7:30am-9:00am and 3:00pm-5:30pm on rotating shifts. There is one overnight on August 8th for farm camp staff. Staff training is tentatively scheduled for June 4th and June 10-13 after school hours. First Aid/Adult and Child CPR certification is offered and mandatory. Those hired to work at Hess-Hathaway Farm Camp will work 7 camp weeks throughout the summer. Those hired to work at Drayton Plains Nature Center Camp will work 4 camp weeks throughout the summer. Depending on staff numbers and camp participation numbers, some camp staff will be interchangeable between the Nature Camp and Farm Camp.

Camp Counselor (18yrs. +) \$9.50—\$11.00/hour

Supervisory Staff (21yrs. +) \$12.00-\$13.50/hour

NATURE CENTER ATTENDANT

This position reports to the Recreation Supervisor in charge of the Drayton Plains Nature Center. Two Attendants will be hired for this position that will run from May 1—September 29. One will work Wednesdays and Thursdays from 10:00am-5:00pm and alternating Sundays from 1:00pm-5:00pm. The other will work Fridays and Saturdays from 10:00am – 5:00pm and alternating Sundays from 1:00pm-5:00pm. Building will be open on holidays. Days off will only be approved if the other Attendant is able to cover your shift. Attendant will have an interest and background in recreation and/or wildlife, and the desire to share this knowledge with all age groups. Must be friendly with the public, communicate with Recreation Supervisor and other Nature Center Attendant. Must be comfortable opening/closing the building on assigned work days. Attendants will receive a cleaning schedule for wildlife, displays, restrooms and community room. Responsibilities include but are not limited to: caring for and cleaning up after animals, cleaning building and restrooms, welcoming visitors, offering interactive displays and programs, being knowledgeable about Michigan wildlife and habitats. All educational wildlife programs and changes to displays must be approved by Recreation Supervisor. Attendant must keep the Recreation Supervisor informed of essential issues and inventory of supplies.

Nature Center Attendant (18yrs. +) \$9.50—\$10.00/hour

PARK ATTENDANT

Looking for a fun summer job in the evenings and occasional weekends? Apply to be a Park Attendant and work with many of our youth and adult softball/baseball teams. Park Attendants are responsible for making sure all games are set up for the teams and umpires along with making sure that the park is clean and presentable. Park Attendant will also be closing the park each night. You will have the opportunity to work Monday-Friday 4:30-9:30pm from mid-June through end of July. Those under 18 will be paired with a Site Supervisor that is 18 or older.

Park Attendant (16yrs. +) \$8.50 - \$10.00/hour

SEASONAL PARKS MAINTENANCE WORKER

Field and park preparation for youth and adult sports along with maintenance at our various parks in Waterford. General work days are April 15—October 15, Monday—Friday 7:00am-3:00pm (occasional weekends scheduled for special events). Duties will include: lining ball fields, restroom cleanup, trash pick up and removal at parks, prepping soccer fields, general landscaping and painting.

Seasonal Parks Maintenance Worker (18yrs. +) \$9.50—\$10.00/hour

FARM ATTENDANT

Love animals and have a passion for working outdoors? This is a seasonal position at Hess-Hathaway Park from April 15—October 15, which includes feeding, caring for the animals as well as closing and supervising the park. Hours are approximately 4:00-8:30pm Sunday—Saturday. Approximately 10-16 hours per week.

Farm Attendant (18yrs. +) \$9.50—\$10.00/hour

UMPIRE & REFEREE POSITIONS

Interested in being a referee for soccer or an umpire for youth or adult softball/baseball? Please contact Sara Frederick at sfrederick@waterfordmi.gov. These positions are hired through a private independent contractor. We will be able to send you information on how to apply through the private independent contractor.

HOW TO APPLY:

To apply for any of the above positions (except umpire and referee positions) please fill out a general employee application at waterfordmi.gov. If you are applying for multiple positions, please indicate what positions on the application. No need to submit multiple applications. Please send completed application to Arlene Ward at award@waterfordmi.gov. Applications may also be dropped off at the Human Resources Department located on the 3rd floor of 5200 Civic Center Drive, business hours are Monday-Friday 8:00am-5:00pm thru May 24th. After May 24th business hours are Monday-Friday 7:30am-4:30pm, closed Memorial Day.